

STATEWIDE MUTUAL AID AGREEMENT FOR EMERGENCY AND DISASTER RESPONSE AND RECOVERY

This agreement is entered into between and by and among each county, municipality, township, and interlocal public agency that executes this agreement and adopts the terms and conditions contained herein, in view of the following facts:

Whereas, under MCL 30.410(2), municipalities and counties may enter into mutual aid or reciprocal aid agreements or compacts with other counties, municipalities, public agencies, private sector agencies, or all of these entities; and

Whereas, under MCL 30.407, the Director of the Michigan Department of State Police is ex officio the State Director of Emergency Management, and the Director or his or her designee (i.e., the Director of the Michigan State Police Emergency Management Division) is empowered to coordinate all federal, state, county, and municipal disaster mitigation, preparedness, response and recovery operations within the state; and

Whereas, under MCL 30.407a, the Emergency Management Division of the Michigan Department of State Police is charged with coordinating within this state the emergency management activities of county, municipal, state, and federal governments; and

Whereas, under MCL 30.407a(4)(h), the Emergency Management Division of the Michigan Department of State Police may provide for the coordination and cooperation of state governmental agencies and departments with federal and local government agencies and departments in emergency management activities; and

Whereas, under MCL 419.201 *et. seq.* the Director of the Michigan Department of State Police is ex officio the State Fire Marshal, and the Director or his or her representative (i.e., the Director of the Michigan State Police Fire Marshal Division) is authorized to call on the services of fire departments throughout the state in such emergencies which may affect the welfare and safety of the people of the State of Michigan, and, in such cases, said fire departments and their members shall have all the authority and powers they would within their own jurisdiction; and

Whereas, the State of Michigan and each of its political subdivisions must confront the threats to public safety posed by possible terrorist actions and weapons of mass destruction, be they conventional, chemical, biological or nuclear; and

Whereas, the State of Michigan and each of its political subdivisions continues to face threats to public safety from natural disasters, including, but not limited to, tornadoes, wildfires, and floods, capable of causing severe damage to property and danger to life; and

Whereas, the State of Michigan and each of its political subdivisions continue to face threats to public safety from such emergencies as hazardous materials releases, fires, and civil unrest; and

Whereas, the resources of the State of Michigan or any of its political subdivisions might be strained or overwhelmed if forced to confront the realization of such threats in isolation; and

Whereas, such threats to public safety can be best met and mitigated where an orderly plan for assistance has been developed prior to a sudden and immediate need; and

Whereas, the parties to this agreement recognize the possibility that additional resources, personnel and equipment, beyond those available to the governing body of any particular area facing the realization of such threats may be required to meet and mitigate the dangers to public safety; and

Whereas, the parties to this agreement have determined that it is in the best interests of themselves and their citizens to create a plan to foster communications and the sharing of resources, personnel and equipment in the event of such calamities;

NOW, THEREFORE, the Parties hereto agree as follows:

Section 1. Definitions

- 1. Agreement:** This Statewide Mutual Aid Agreement. Counties, municipalities, townships, political subdivisions, *federally recognized Tribal Nations** and interlocal public agencies of the State of Michigan may become a party to this Agreement by executing a copy of this Agreement and providing a copy with original signatures and the authorizing resolution(s) to the Michigan State Police Emergency Management Division.

Copies of the Agreement with original signatures and copies of authorizing resolutions and insurance letters shall be filed and maintained at the Michigan State Police Emergency Management Division headquarters in Lansing, MI.

- 2. Requesting Party:** The participating governmental entity requesting aid in the event of an Emergency or Disaster. Any municipality without an appointed Emergency Management Coordinator must coordinate requests for state or federal emergency response assistance through the county where it is situated.
- 3. Assisting Party:** The participating governmental entity furnishing equipment, services and/or personnel to the Requesting Party under this Agreement.
- 4. Authorized Representative:** The chief executive or his or her designee of a participating governmental entity authorized in writing by that governmental entity to request, offer, or provide assistance under the terms of this Agreement. The list of titles of authorized representatives for the participating governmental entity executing this Agreement shall be attached hereto as "Exhibit A," and shall be updated as needed by each participating governmental entity by means of a written notification to the Michigan State Police Emergency Management Division.
- 5. Division:** The Emergency Management Division of the Michigan Department of State Police. (M.C.L. 30.407a)
- 6. Emergency:** Any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state. (M.C.L. 30.402(h))
- 7. Disaster:** Any occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders. (M.C.L. 30.402(e))

- 8. Participating Government:** Any political subdivision which executes this Agreement and supplies a complete, executed copy to the Division.
- 9. Period of Assistance:** The period of time beginning with the departure of any personnel and/or equipment of the Assisting Party from any point for the purpose of traveling to the Requesting Party in order to provide assistance and ending upon the return of all personnel and equipment of the Assisting Party, after providing the assistance requested, to their residence or regular place of work, whichever occurs first. The period of assistance shall not include any portion of the trip to the Requesting Party or the return trip from the Requesting Party during which the personnel of the Assisting Party are engaged in a course of conduct not reasonably necessary for their safe arrival at or return from the Requesting Party.
- 10. Work or Work-Related Period:** Any period of time in which either the personnel or equipment of the Assisting Party are being used by the Requesting Party to provide assistance and for which the Requesting Party will reimburse the Assisting Party. Specifically included with such period of time are rest breaks when the personnel of the Assisting Party will return to active work within a reasonable time. Specifically excluded from such period of time are breakfast, lunch, and dinner breaks.
- 11. Local State of Emergency:** A proclamation or declaration that activates the response and recovery aspects of any and all applicable local or interjurisdictional emergency operations plans and authorizes the furnishing of aid, assistance, and directives under those plans. (M.C.L. 30.402(j))
- 12. Interlocal Public Agency:** A governmental entity created by an agreement between other governmental entities pursuant to M.C.L. 124.501 *et. seq.*
- 13. Political Subdivision:** A county, municipality, school district or other governmental unit, agency, body, board or commission which is not a state department, board, commission or agency of state government. (M.C.L. 30.402(n))
- 14. Municipality:** A city, village or township. (M.C.L. 30.402(l))

Section 2. Procedures

When a Participating Government becomes affected by a Disaster or Emergency, an authorized representative may invoke emergency-related mutual aid assistance by orally communicating a request for mutual aid assistance to the Assisting Party or to the Division, followed as soon as practicable by written confirmation of said request. An oral request to the Division when the State Emergency Operations Center is activated shall not require a written follow up. Mutual aid shall not be requested by any Participating Government unless resources available within the jurisdiction are deemed inadequate by that Participating Government. Municipalities without an appointed Emergency Management Coordinator shall coordinate requests for state or federal assistance with their County Emergency Management Coordinator. All requests for mutual aid shall be transmitted by the Authorized Representative or the Municipal or County Emergency Management Coordinator. Requests for assistance may be communicated either to the Division or directly to an Assisting Party. Requests for assistance under this Agreement shall be limited to Disasters or Emergencies *and other serious threats to public health and safety**.

- A. Requests Directly to Assisting Party:** The Requesting Party may directly contact the Authorized Representative of the Assisting Party and shall provide him or her with the information in paragraph 2.D. below, in which case all communications shall be conducted directly between the Requesting and Assisting Party. Each party shall be responsible for keeping the Division advised of the status of response activities. The Division shall not be responsible for costs associated with such direct requests for assistance. However, the Division may provide state reimbursement for eligible expenditures, as provided by MCL 30.419, where such assistance is authorized by the Governor of the State of Michigan and the requirements of M.C.L. 30.419 and the administrative rules promulgated pursuant to that statute are met. Nothing in this Agreement shall be construed as either requiring or limiting the Division's provision of such assistance under MCL 30.419.

- B. Requests Routed Through, or Originating from, the Division:** If the Requesting Party directly contacts the Division, it shall provide the Division with the information in paragraph 2.D. below. The Division may then contact other Participating Governments on behalf of the Requesting Party and coordinate the provision of mutual aid. The Division shall not be responsible for costs associated with such indirect requests for assistance. In all cases, the party receiving the mutual aid shall be primarily responsible for the costs incurred by any Assisting Party providing assistance pursuant to the provisions of this Agreement.
- C. No State or Division Liability:** In no event shall the Division, State of Michigan, or any local unit of government be responsible for costs associated with mutual aid or assistance in the absence of appropriated funds or where such funding would be contrary to law.
- D. Required Information:** Each request for assistance shall be accompanied by the following information, to the extent known:
1. A general description of the damage sustained or threatened;
 2. Identification of the emergency service function or functions for which assistance is needed (e.g. fire, law enforcement, emergency medical, search and rescue, transportation, communications, public works and engineering, building, inspection, planning and information assistance, mass care, resource support, health and other medical services, etc.), and the particular type of assistance needed;
 3. Identification of the public infrastructure system for which assistance is needed (e.g. streets, potable water, sanitary sewer or storm water systems, etc.) and the type of assistance needed;
 4. The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time that each will be needed;
 5. The need for sites, structures or buildings outside the Requesting Party's political subdivision to serve as relief centers or staging areas for incoming personnel, goods, equipment, and services; and

6. An estimated time and a specific place for a representative of the Requesting Party to meet the personnel and equipment of any Assisting Party.

This information may be provided on the form attached to this Agreement as Exhibit “B,” or by any other available means. The Division may revise the format of Exhibit “B” subsequent to the execution of this Agreement and from time to time as the Division finds necessary, provided that, whenever such a modification is made, the Division shall distribute copies of the revised form to all Participating Governments.

E. Duty to Assess Availability of Resources and Render Assistance: When contacted by a Requesting Party or the Division, the Authorized Representative(s) of any Participating Government shall assess the Participating Government’s situation to determine available personnel, equipment, and other resources. All Participating Governments shall render assistance to the extent personnel, equipment and resources are available. It shall be the duty of each Participating Government to render assistance in accordance with the terms of this Agreement to the fullest extent possible. An Authorized Representative who determines that the Participating Government has available personnel, equipment, or other resources, shall so notify the Requesting Party or the Division, whichever communicated the request, and provide the information below. The Division shall, in those instances in which it communicated the request, upon response from sufficient Participating Governments to meet the needs of the Requesting Party, provide the Authorized Representative of the Requesting Party with the following information, to the extent known:

1. A complete description of the personnel, equipment, and other resources to be furnished to the Requesting Party;
2. The estimated length of time that each of the personnel, equipment, and other resources will be available;
3. The areas of experience, training, and abilities of the personnel and the capability of the equipment to be furnished;
4. The name of the person or persons to be designated as supervisory personnel; and

5. The estimated time when each type of the assistance to be provided will arrive at the location designated by the Authorized Representative of the Requesting Party.

F. Supervision and Control: The personnel, equipment, and resources of any Assisting Party shall remain under operational control of the Requesting Party, pursuant to a standardized incident command system, endorsed by a joint inter-service committee of public safety officials representing law enforcement, fire service, emergency medical service and emergency management concerns. Direct supervision and control of said personnel, equipment, and resources shall remain with the designated supervisory personnel of the Assisting Party. Representatives of the Requesting Party shall assign work tasks to the supervisory personnel of the Assisting Party for performance by the Assisting Party's personnel, equipment, and resources. The designated supervisory personnel of the Assisting Party shall have the initial responsibility and authority for assigning work and establishing work schedules for the personnel of the Assisting Party, subject to consultation with the Requesting Party and the Division. The designated supervisory personnel of the Assisting Party shall: maintain daily personnel time records, material records and a log of equipment hours; be responsible for the operation and maintenance of the equipment and other resources furnished by the Assisting Party; and shall report work progress to the Requesting Party's designee. The Assisting Party's personnel and other resources shall remain subject to recall by the Assisting Party at any time, subject to reasonable notice to the Requesting Party and the Division. At least twenty-four hour advance notification of intent to withdraw personnel or resources shall be provided to the Requesting Party unless such notice is not practicable, in which case, such notice as is reasonable shall be provided.

G. Food; Housing; Self-Sufficiency: Unless specifically instructed otherwise, the Requesting Party shall have the responsibility of providing food and housing for the personnel of the Assisting Party from the time of their arrival at the designated location to the time of their departure. However, Assisting Party personnel and equipment should be, to the greatest extent possible, self-sufficient for operations

in areas stricken by Disasters or Emergencies. The Requesting Party may specify only self-sufficient personnel and resources in its request for assistance.

H. Communications: Unless specifically instructed otherwise, the Requesting Party shall have the responsibility for coordinating communications between the personnel of the Assisting Party and the Requesting Party. Assisting Party personnel should be prepared to furnish communications equipment sufficient to maintain communication within and among the respective operating units of the Assisting Party.

I. Rights and Privileges: Whenever the employees of a county, municipality, *federally recognized Tribal Nation** or other governmental agency are rendering aid outside the area of their normal jurisdiction as the Assisting Party pursuant to this Agreement, such employees shall have the powers, duties, rights, privileges, and immunities of and receive the compensation incidental to their employment regardless of where serving. (M.C.L. 30.411(1))

J. Written Acknowledgment: The Assisting Party shall respond to the request for assistance by providing an acknowledgment regarding the assistance to be rendered, setting forth the information transmitted in the request, and shall transmit it by the quickest practical means to the Requesting Party or the Division, as applicable based on the origin of the communication requesting assistance, for approval. The format for this acknowledgment is attached as Exhibit "C." The Requesting Party or Division shall respond to the acknowledgment by communicating to the Assisting Party by the quickest practical means. The form provided as Exhibit "C" need not itself be used, but rather is provided as an example of the format to be used to insure the transmission of the necessary information.

Section 3. Reimbursable Expenses

The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with the following provisions, unless otherwise agreed upon by the Requesting and Assisting Parties and specified in the written acknowledgment executed in accordance with paragraph 2.J. of this Agreement.

The Requesting Party shall compensate the Assisting Party(ies) in accordance with this Agreement. The Requesting Party may utilize the established emergency management system to request that the Governor of the State of Michigan declare a Disaster or Emergency under the authority of the Michigan Emergency Management Act, Act 390 of the Public Acts of 1976, as amended, M.C.L. 30.401 *et. seq.* Furthermore, the Requesting Party may request state or federal disaster assistance through the Division as specified in the Michigan Emergency Management Act, Act 390 of the Public Acts of 1976, as amended, M.C.L. 30.401 *et. seq.*

A. Personnel: During the period of assistance, the Assisting Party shall continue to pay its employees according to its then prevailing ordinances, rules, contracts and regulations. The Requesting Party shall reimburse the Assisting Party for all direct and indirect payroll costs and expenses (including travel expenses) incurred during the period of assistance, including, but not limited to, employee pensions and benefits as provided by Generally Accepted Accounting Principles (GAAP). However, the Requesting Party shall not be responsible for reimbursing any amounts paid or due as benefits to employees of the Assisting Party under the terms of the Michigan Workers' Disability Compensation Act, MCL 418.101, *et. seq.* due to personal injury or death occurring while such employees are engaged in rendering assistance under this Agreement. Both the Requesting Party and the Assisting Party shall be responsible for payment of such benefits only to their own employees.

B. Equipment: The Assisting Party shall be reimbursed by the Requesting Party for the use of its equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the eligible direct costs shall be determined in accordance with 44 Code of Federal Regulations (CFR) 206.228. The Assisting Party shall pay for all repairs to its equipment as deemed necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition. At the request of the Assisting Party, fuels, miscellaneous supplies,

and minor repairs may be provided by the Requesting Party, if practical. The total equipment charges to the Requesting Party shall be reduced by the total value of fuels, supplies, and repairs furnished by the Requesting Party and by the amount of any insurance proceeds received by the Assisting Party.

C. Materials and Supplies: The Assisting Party shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor, and supplies, which shall be included in the equipment rate established in paragraph 3.B. above, unless such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of the Assisting Party's personnel. The Assisting Party's personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used by them during the period of assistance. The measure of reimbursement shall be determined in accordance with 44 Code of Federal Regulations (CFR) 206.228. In the alternative, the Parties may agree that the Requesting Party will replace, with like kind and quality as determined by the Assisting Party, the materials and supplies used or damaged.

D. Record Keeping: The Assisting Party shall maintain records and submit invoices for reimbursement by the Requesting Party using the format used or required by FEMA publications, including 44 Code of Federal Regulations (CFR) Part 13 and applicable Office of Management and Budget Circulars. Requesting Party and Division finance personnel shall provide information, directions, and assistance for record keeping to Assisting Party personnel. Where the Division is to be invoiced under the Michigan Emergency Management Act, Act 390 of the Public Acts of 1976, as amended, M.C.L. 30.401 *et. seq.*, all such documentation shall be provided to the Division in accordance with that Act and applicable administrative regulations.

E. Payment: Unless otherwise mutually agreed upon in the written acknowledgment executed in accordance with paragraph 2.J. or a subsequent written addendum to that acknowledgment, the Assisting Party shall bill the Requesting Party for all reimbursable expenses with an itemized invoice as soon as practicable after the expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 Code of Federal Regulations (CFR) Part 206. The Requesting Party shall pay the invoice, or advise of any disputed items, not later than sixty (60) days following the billing date unless these time limits are modified by mutual written agreement. The Division shall provide reimbursement for authorized expenses upon authorization from FEMA, or under the provisions of MCL 30.419 or such other law as may be applicable.

F. Waiver of Reimbursement: Nothing in this Agreement shall preclude an Assisting Party or Requesting Party from assuming or donating, in whole or in part, the costs associated with any loss, damage, expense or use of personnel, equipment and resources provided to a Requesting Party.

Section 4. Insurance

Each Requesting Party and Assisting Party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. The amount of reimbursement from any participating party shall be reduced by the amount of any insurance proceeds to which the Assisting Party is entitled as a result of losses experienced in rendering assistance pursuant to this Agreement.

Section 5. Liability

No party to the Agreement shall be liable for any claims made against or arising out of the conduct of any other party to the Agreement or their personnel.

Section 6. Length of Time For Emergency

Pursuant to the Michigan Emergency Management Act, Act 390 of the Public Acts of 1976, as amended, M.C.L. 30.401 *et. seq.* and Section 10 of that Act, M.C.L. 30.410, a Local State of Emergency shall not be continued or renewed for a period in

excess of 7 days except with the consent of the governing body of the county or municipality which is the site of the State of Emergency. (M.C.L. 30.410)

Section 7. Term

This Agreement shall be in effect unless terminated by thirty (30) days advance written notice by a Participating Government. Notice by a Participating Government of termination shall only terminate this Agreement as to that Participating Government; this Agreement shall remain in full force and effect as to all other parties. Notice of such termination shall be made in writing and shall be served personally or by registered mail upon the Director, Michigan State Police Emergency Management Division, 4000 Collins Road, Lansing, MI 48909, who shall provide copies to all other Participating Governments. Notice of termination shall not relieve the withdrawing Participating Government from obligations incurred hereunder prior to the effective date of withdrawal and shall not be effective until thirty (30) days after notification thereof has been made by the Director, Michigan State Police Emergency Management Division, to all other Participating Governments.

Section 8. Effective Date of this Agreement

This Agreement shall be in full force and effect upon its execution by the initial Participating Governments and shall become effective as to each successive signatory upon its execution by that political subdivision, with no action being required of the current signatories.

Section 9. Role of Emergency Management Division

The responsibilities of the Michigan State Police Emergency Management Division under this Agreement are to serve as Administrator for all mutual aid requested through or by the Division, pursuant to this Agreement, and to serve as the central repository for executed Agreements. Nothing herein shall be construed to limit the Division from otherwise performing such responsibilities as it may have under MCL 30.401 *et. seq.*

Section 10. Severability; Effect on Other Agreements

Should any portion, section, or subsection of this Agreement be held to be invalid by a court of competent jurisdiction, that fact shall not affect or invalidate any other portion, section or subsection; and the remaining portions of this Agreement shall remain in full force and effect without regard to the section, portion, subsection or power invalidated.

This Agreement shall not be construed in such a fashion as to make any agreement, arrangement or contract, other than this Agreement itself, entered into by one or more of the parties to this Agreement binding on any other parties to this Agreement.

Section 11. Modification

Except where and as otherwise specified within this Agreement, modifications to this Agreement must be made in writing and executed by each of the parties hereto before such modifications shall become effective to those parties. Nothing in this section shall be construed to limit the parties from making agreements among themselves as to matters covered within this Agreement where such agreements are specifically authorized or contemplated by other sections of this Agreement.

IN WITNESS WHEREOF, the parties set forth below have duly executed this Agreement on the date set forth below:

ATTEST:
COUNTY CLERK

BOARD OF COMMISSIONERS
COUNTY OF _____

By: _____
Deputy Clerk

By: _____
Chairperson

APPROVED AS TO FORM:
Office of the County Attorney

By: _____

ATTEST:
CITY CLERK

By: _____

Title _____

CITY OF _____

By: _____

Title _____

APPROVED AS TO FORM:
Office of the City Attorney

By: _____

ATTEST:
TOWNSHIP CLERK

By: _____

Title _____

TOWNSHIP OF _____

By: _____

Title _____

APPROVED AS TO FORM:
Office of the Township Attorney

By: _____

DRAFT

ATTEST:
VILLAGE CLERK
By: _____

Title _____

VILLAGE OF _____
By: _____

Title _____

APPROVED AS TO FORM:
Office of the VILLAGE Attorney

By: _____

ATTEST:
AGENCY CLERK

By: _____

Title _____

INTERLOCAL
PUBLIC AGENCY

By: _____

Title _____

APPROVED AS TO FORM:
Office of the Interlocal Public
Agency's Attorney

By: _____

MICCHIGAN DEPARTMENT OF STATE POLICE
EMERGENCY MANAGEMENT DIVISION

By: _____

Title _____

DRAFT

STATEWIDE MUTUAL AID AGREEMENT
EXHIBIT A

Date: _____

Name of Governmental Entity: _____

Mailing Address: _____

City, State, Zip Code: _____

Authorized Representatives to Contact for Emergency Assistance

Primary Representative

Name: _____

Title: _____

24 hour Telephone number : _____

Address: _____

Day Phone: _____ Night Phone: _____

Pager: _____ Fax: _____

First Alternate Representative

Name: _____

Title: _____

Address: _____

Day Phone: _____ Night Phone: _____

Pager: _____ Fax: _____

Second Alternate Representative

Name: _____

Title: _____

Address: _____

Day Phone: _____ Night Phone: _____

Pager: _____ Fax: _____

EXHIBIT B
REQUIRED INFORMATION

Each request for assistance shall be accomplished by the following information, to the extent known:

1. General description of the damage sustained:

2. Identification of the emergency service function(s) for which assistance is needed (e.g. fire, law enforcement, emergency medical services, transportation, communications, public works and engineering, building, inspection, planning and information assistance, mass care, resource support, health and other medical services, search and rescue, etc.) and the particular type of assistance needed:

REQUIRED INFORMATION (CONTINUED)

3. Identification of the public infrastructure system for which assistance is needed (e.g. streets, potable water, sanitary sewer or storm water systems, etc.) and the type of work assistance needed:

4. The amount and type of personnel, equipment, materials and supplies needed and a reasonable estimate of the length of time that each will be needed:

REQUIRED INFORMATION (CONTINUED)

5. The need for sites, structures or buildings outside the Requesting Party's political subdivision to serve as relief centers or staging areas for incoming emergency goods and services:

6. A specific time and place for a representative of the Requesting Party to meet the personnel and equipment of any Assisting Party:

EXHIBIT C
ACKNOWLEDGMENT

To be completed by each Assisting Party.

NAME OF THE ASSISTING PARTY: _____

AUTHORIZED REPRESENTATIVE: _____

CONTACT NUMBER/PROCEDURES: _____

1. Assistance to be Provided:

<u>Resource Type</u>	<u>Amount</u>	<u>Assignment</u>	<u>Est. Arrival Time</u>
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2. Availability of Additional Resources:

3. Time Limitations on Resources Provided, if any: